#### DEPARTMENT OF TRANSPORTATION & PUBLIC WORKS

## Milwaukee County



March 31, 2010

#### To All Interested Consultants

Project:

Milwaukee County Zoological Gardens

**Aquatic-Reptile Center HVAC Equipment** 

Replacement

Project No.:

Z014-09475

Subject:

REQUEST FOR PROPOSAL (R.F.P.)

FOR CONSULTING SERVICES

Milwaukee County Department of Transportation and Public Works (DTPW) is requesting proposals for professional consulting services to provide design, construction documents preparation, bidding consultation and construction supervision services for the replacement of HVAC equipment at Aquatic-Reptile Center at the Milwaukee County Zoological Gardens.

#### I. BACKGROUND / GENERAL PROJECT DESCRIPTION

The scope of the project consist of the replacement of 6 pieces of HVAC equipment consisting of two (2) heating and cooling RTUs, two (2) air-cooled condenser units (ACCU) supplying cooling to two (2) AHU's, and two (2) AHU's as well as miscellaneous ductwork and new roof curb for supporting the equipment as may be required. These units are shown on the exhibits 1-5 attached to this RFP. Information on of these units shall be verified by parties responding to this proposal; a pre-proposal meeting will allow interested parties to tour the facilities for this purpose. AHU-2 (HV-1) on the mezzanine level was installed in 1966. The other units were installed in 1996. No major modification to existing main ductwork or control system is anticipated.

In addition to the above, the basic design service shall include the design of a heat recovery system to harness the rejected heat from the cooling units to heater water for the hot water supply system serving the tropical fish tank. The current system consists of a boiler and three (3) holding tanks. The heat recovery system shall be to supplement the boiler.

An optional design service, subject to Milwaukee County decision, shall be to develop a solar water heating system as a second supplement to the hot water supply boiler, and also to provide supplementary hot water to the building heating system. This service shall include a cost-benefit analysis and assistance for grants and or rebates applications where appropriate.

Funding for design and construction for these projects was approved through a 2009 Capital Improvement fund transfer action of the Milwaukee County Board.

#### The estimated construction budges are about \$150,000

General requirements for the design and construction supervision of the replacement roof top HVAC units are as follows:

(1) Consultant is responsible for selecting and specifying units that are consistent with the most current version of ASHRAE standards, and all applicable state, local and federal requirements;

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PHONE NUMBERS: Administration 278-4835 - Transportation 278-5096 - Architecture & Engineering 278-4846 FAX NUMBERS: Administration 223-1899 - Transportation 223-1850 - Architecture & Engineering 223-1366

- and are appropriate for the special occupants and environment described in the previous section of this RFP.
- (2) LEED standard applications: While it is not a goal of this project to seek LEED certification, it is its intend to meet LEED standards where applicable. The consultant shall identify the appropriate LEED standards and apply them to the project. And where appropriate, the consultant shall assist Milwaukee County in applying for grants and or rebates for the implementation of such LEED standards and or other applicable energy conservation mearsures.
- (3) Consultant will submit study reports, design plans and specifications to Milwaukee County DTPW and Milwaukee County Zoological Gardens for review and approval..
- (4) Consultant will prepare contract documents for the bidding of the respective construction work.
- (5) Consultant will develop a complete set of record documents based on information from existing drawings, surveys, and completed construction.
- (6) As part of the construction process, Consultant will provide technical support and supervision.

Refer to the Milwaukee County Type "A" agreement for specific requirements pertaining to Professional Services.

#### III. SCOPE OF CONSULTANT SERVICES

The successful consultant shall perform all planning, design and construction document preparation per the standard terms and conditions of the Milwaukee County Department of Transportation and Public Works Stipulated Sum (Lump Sum) Standard Agreement (Type A) (see Attachment 2). These efforts shall be consistent with the County's goals and budget for the scope of construction described in the RFP. The selected consultant shall have overall coordination and scheduling responsibilities for all aspects of the design process.

The scope of service, consistent with the Standard Agreement referenced above shall be as follow:

#### A. GENERAL

#### 1. SCHEMATIC DESIGN AND DESIGN DEVELOPMENT

- a. Meet with Milwaukee County to review the existing systems' functions, performance, problems, and other pertinent information.
- b. Meet with Milwaukee County to gather project scope information, including but not necessarily limited to the function and performance expectation of Zoo staff.
- c. Prepare a report to Milwaukee County to recommend performance criteria for the replacement units, and products that meet these criteria to be considered for this project.
- d. Meet with County for to review the above report.
- e. Prepare and submit design documents for the replacement units.
- f. Prepare and submit construction cost estimates.

#### 2. FINAL DESIGN AND PREPARATION OF CONSTRUCTION DOCUMENTS

- Construction documents shall not be commenced until the County has provided a
  written approval of the performance criteria, recommended devices and construction
  cost estimates.
- b. Prepare complete construction drawings in AutoCAD drawing format.

- c. Prepare technical specifications in according with the Uniform Format Construction Index of the Construction Specifications Institute (CSI).
- d. Submit 4 sets of 90% complete construction plans and specifications for review and comments from the owner.
- e. Prepare and submit 90% construction cost estimates for review and comments.
- f. Review, respond and incorporate County's 90% review comments into bid documents consisting of final construction drawings and specifications.
- g. Provide reproducible copies of bid documents.
- h. Prepare and submit final construction cost estimates.
- For all aspects of the project, the Consultant shall make all necessary submittals to all government agencies for plan review and permits. This shall include preparation, submitting, and paying all fees necessary. Fees will be reimbursed through reimbursable allowance to be included in the contract.

#### 3. BIDDING AND CONSTRUCTION

- a. Attend pre-bid meeting
- b. Document all information requested by bidders and interpretation of bidding document in writing to the Owner.
- c. Any information needed to clarify any condition which might affect the cost of the work bid shall be by Addendum sent out no later that five (5) days prior to close of bids. Prepare and deliver master to County any Addenda, which are required. (Reproduction and mailing by County.)
- d. Assist County in analysis of the bids.
- e. Attend pre-construction meeting
- f. Preparation of supplementary clarification drawings when requested by County or Contractor.
- g. Review and approve with the Owner all shop drawings, equipment brochures and samples covering equipment specified in the bidding documents, and provide verification that all shop drawings have been submitted.
- h. Perform initial and periodic observation of contractor supplied materials to ensure they are per specification and approve submittals. Provide written report documenting observations.
- i. Perform initial and periodic observation of contractor installation practices to ensure they are per specifications.
- j. Review, approve, reject or modify all Contractor payment requests. Forward to County for Payment Certification preparation.
- k. Review and make written recommendation for all Change Orders or Allowance uses quoted by Contractor.
- I. Prepare and submit punch list, substantial completion and acceptance documentation for the project.
- m. Generate, from legible and accurate contractor provided field marked up drawings, CAD Record Drawings and provide the owner with electronic copies of the drawings, one set of reproducible drawings and two sets of prints.

#### B. QUALITY CONTROL

Milwaukee County DTPW will track, categorize and identify reasons for changes to the bid

documents during construction. It is expected that the quality control procedures as practiced by the consultants will result in minimal changes due to contract document omissions, errors, and coordination problems.

 Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and omissions in the bidding documents prepared by the consultant.

#### C. PROJECT TIMETABLE (Subject to revisions)

1.	April 5, 2010	Issue Request for Proposal
2.	April 7, 2010	Pre-proposal meeting and site visit
3.	April 14, 2010	Proposals Due
4.	April 16, 2010	Selection Committee shortlists or selects consultant
5.	April 19, 2010	Selection Committee interviews consultants (if necessary, interviews will occur no sooner than this date.
6.	April 21, 2010	Offer and finalization of contract negotiation.
7.	April 30, 2010	Execution and or Delivery of signed contract and commencement of design work.
8.	May 21, 2010	Delivery of existing systems investigation report, replacement systems recommendations and construction
9.	June 16, 2010	cost estimates Delivery of 90% construction documents.
10.	July 2, 2010	Delivery of 100% complete bidding documents
11.	July 7, 2010	Construction bid begins
12.	July 21, 2010	Construction bid opening
13.	August 18, 2010	Commencement of construction
14.	December 30, 2010	Completion of construction

#### IVa. ADDITIONAL SERVICES - SOLAR WATER HEATING SYSTEM DESIGN AT OWNER'S OPTION

All parties submitting responses to this RFP are required to submit a proposal for designing a solar water heating system as a separate service, but to be submitted along with the proposal for the basic services. Owner reserves the right to award the design contract with or without the Solar Water Heating System Design component.

#### IVb. ADDITIONAL SERVICES - OTHER SERVICES

Milwaukee County reserves the right to request additional services in according with the terms of the Standard Agreement of the contract.

#### V. RELATED WORK BY OTHERS

1. The County will prepare the "boiler plate" portion of the project bid manual, assemble the project

manual, print the contract documents and advertise the project.

#### VI. PROPOSAL CONTENT

The proposal shall conform to <u>Milwaukee County's Proposal Preparation</u>, <u>Submission and Evaluation</u> <u>Guidelines</u> and shall include the <u>Consultant Proposal Form</u> (see Attachment 1) and the following information:

- A. Cover Letter: Include project number and name, project location, consultant's name, address, telephone number, FAX number, proposal date, etc.; and a brief statement declaring the proposing candidate's understanding of the service to be provided.
- B. Project Organization and Staff Experience: Include the name of the registered professional who will oversee the project, and a one-paragraph description of his/her applicable experience.
- C. Sub-Consultants: Indicate the names and addresses of any sub-consultants and/or associates proposed to be used in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state their past experience in the field.
- DBE Goals: The Disadvantaged Business Enterprise (DBE) participation goal for this project is 25%.
   For more information on the DBE participation program, call Ms. Freida Webb of the Community Business Development Partner (CBDP) Office at 414-278-4803.
- E. Fee Proposal: The fee for this project shall be clearly stated as a lump sum total for basic services and not to exceed fee for additional services, excepting the fees for energy conservation design, and for CAD file conversion of existing installation drawings.
- F. Solar Water Heating System Design Proposal: The proposal shall include the following information:
  - 1. Brief statements on proposing consultant's training, knowledge and experience in designing the solar water heating systems.
  - 2. Optimal capacity of an applicable system and
  - Construction cost estimates.
  - 4. A design fee. The fee shall be proposed in addition to the fee for the basic service and be stated separately.

#### VII. PROPOSAL EVALUATION

Proposals shall be evaluate on the basis of information submitted and candidate's qualifications as well as current capacity to deliver the required service. Candidates shall recognize this is not a bid procedure, and a Professional Services agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

#### VIII. PROPOSAL SUBMISSION REQUIREMENTS AND GOVERNIG CODE OF ETHICS

Proposing candidates shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a County department or with an agency funded and regulated by a County department, may make a campaign contribution to any County official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County department or to an agency until

the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or departmental approval.

The successful consultant and/or any contractor affiliated with that consultant shall be prohibited from submitting bids in the construction bidding process for this project.

The successful consultant must be an Equal Opportunity Employer.

The proposal shall conform to all attached documents. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum and the presubmission meeting minutes (if issued) are the only official method through which interpretation, clarification or additional information will be given.

All costs for preparing a proposal, attending the selection interview if required, or supplying additional information requested by Milwaukee County, is the sole responsibility of the submitting party. Material submitted will not be returned.

The proposal must be submitted in a single bound 8-1/2" x 11" document.

Please return one (1) copy of your proposal no later than 11:00 A.M. on Thursday, April 14, 2010, to Philip Hung, Project Manager, City Campus, 2711 W. Wells Street, Room 224, Milwaukee, Wisconsin, 53208 (Telephone (414) 278-4847; FAX (414) 223-1366).

Please direct any questions regarding this RFP to the undersigned at the above address or FAX number.

Sincerely,

Philip T. Hung, R.A. Managing Architect

#### Attachments:

- 1) Consultant Service Proposal Form (2 pages)
- 2) Exhibits 1-6: Existing Equipment information.
- 3) Addendum No. 1 to Milwaukee County Department of Transportation & Public Works Stipulated Sum (Lump Sum) Standard Prime Consultant Agreements for Professional Services
- 4) Milwaukee County Department of Transportation & Public Works Stipulated Sum (Lump Sum) Standard Prime Consultant Agreements for Professional Services

cc: C, Wikenhauser, Zoo, K. Hackbarth, Zoo, P. Hung, DTPW

MILWAUKEE COUNTY
DEPARTMENT OF TRANSPORTATION & PUBLIC WORKS
ARCHITECTURE AND ENGINEERING SECTION

PROJECT: Milwaukee County Zoo Aquatic-Reptile Center, HVAC Equipment Replacement Z014-09475

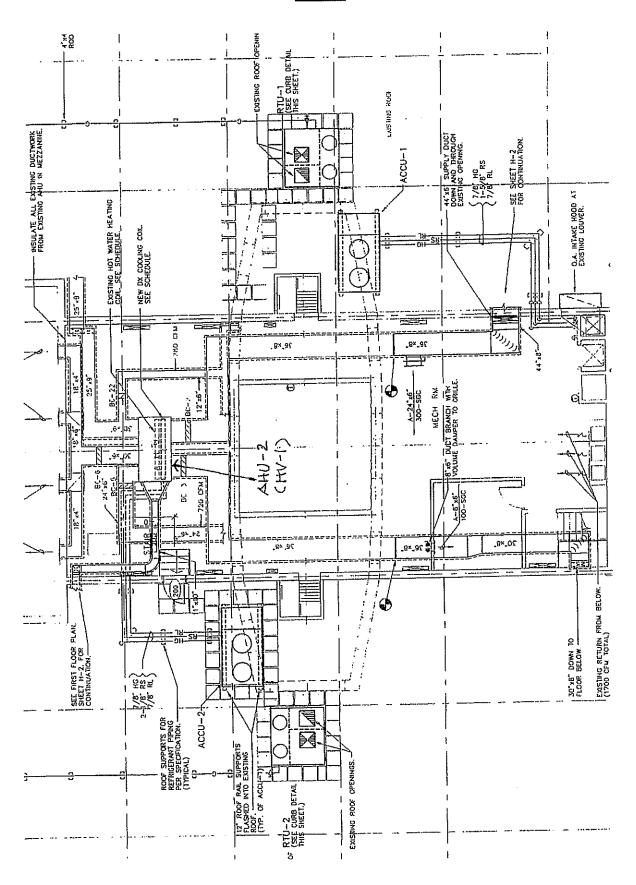
#### **CONSULTANT PROPOSAL**

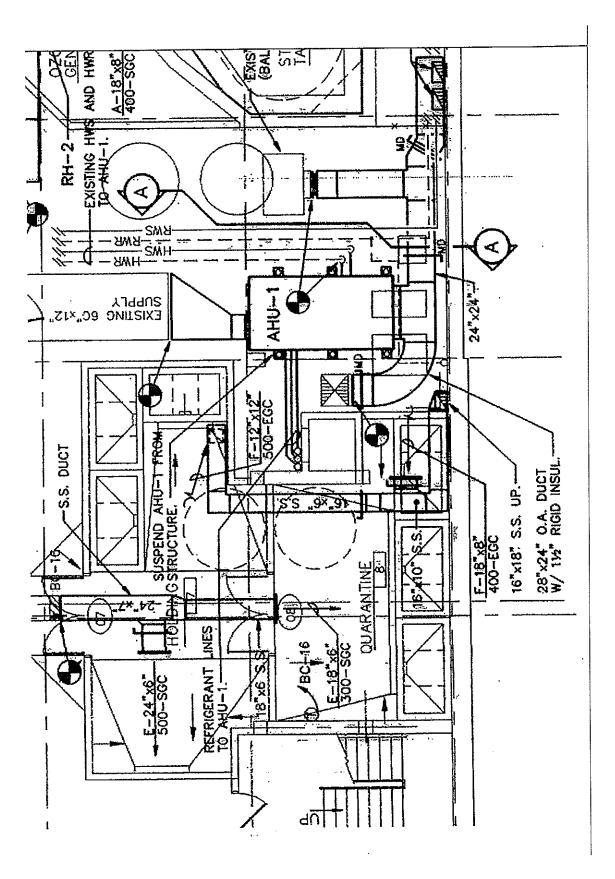
I.	CON	SULT	ANT INFORMATION	
	Name	e:		
	Addre	ess: _		
	Phon	e:	Fax:	
11.	BASI	C SE	RVICES (Include services of all needed subconsultants)	
	A.	SCH PRE	IEMATIC DESIGN, DESIGN DEVELOPMENT REPORT, FINAL DESIGN AND PARATION OF CONSTRUCTION DOCUMENTS, BIDDING & STANDARD ISTRUCTION CONTRACT ADMINISTRATION:	
		"LUI	MP SUM" fee: \$	
			()	
III.	ADD	ITION	IAL SERVICES (Include services of all needed subconsultants)	
	A.	Sola	r Water System Design	
		1.	Qualifications:	
	2. Description of an applicable system and its optimum capacity for this app			

#### Z014-09475 Zoo ARC HVAC Equipment Replacement Design Service RFP - Attachment 1

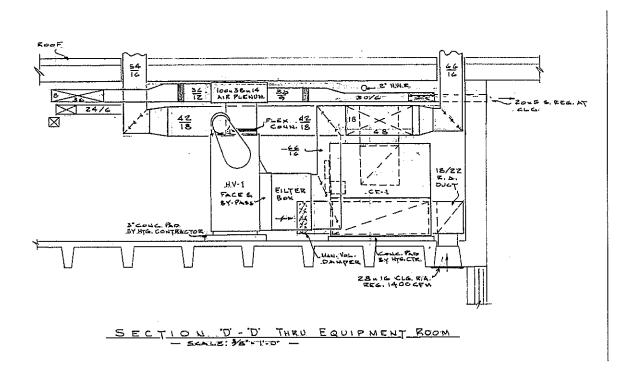
	3.	Projected cost of implementation: \$
		<u>(</u>
	4.	CONSULTING FEE - ACTUAL COST - "NOT TO EXCEED" fee: \$
V	PRINCIPA	AL IN CHARGE
	Name of	Principal
	Engineer'	s Registration No. in Wisconsin
	Other Re	gistration No., Location
	Email: _	
	0	
	Signature	
	Date:	

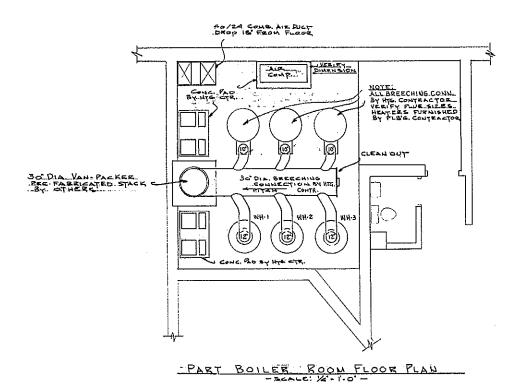
#### **Exhibits**





# Z014-09475 Zoo ARC HVAC Equipment Replacement Design Service RFP - Attachment 2 <u>Exhibits</u>





#### **Exhibits**

## ROOF TOP HEATING AND COOLING UNITS

₹ĘF		RTU-1	⊢RTU−2
MODEL		RH-16	RH-16
AIRFLOW	CFM	5000	5000
XT. SP	in. wg	0.75	0.75
COMPRESSORS :			
No.		2	2
CAPACITY STEPS		50-100	50-100
COOLING CAPACITY			
CONDENSER EAT	°F db	95	95
EDB	°F	79.8	79.8
EWB	° F	66.5	66.5
TOTAL	MBH	200-4	200.4
SENSIBLE	MBH	138.0	138.0
HOTGAS REHEAT		YES	NO
EATING CAPACITY (G			
INPUT	MBH	285.0	285.0
OUTPUT	MBH	230.85	230.85
STAGES	No./%	4/40-50-80-100	4/40-50-80-100
LECTRICAL :	•		
SUPPLY	V/PH/HZ	208/3/60	208/3/60
SUPPLY FAN	hp	3	3
MCA/MOCP	AMPS	84/110	84/110

### AIR COOLED CONDENSING UNITS

MANUFACTURER: CARRIER

REF		ACCU-1	ACCU-2
EVAP. UNIT	REF	AHU-1	EXISTING UNIT (AHU-2)
MODEL		38AK028	38AK028
COMPRESSORS :			
No.		1	1
CAPACITY STEPS	%	33-67-100	33-67-100
COND. FANS	No.	2	2
CAPACITY:			
COND. EAT	° F	95	95
COMP. SUCTN.	°F	39.7	39.6
CAPACITY	MBH	299.5	298.7
ELECTRICAL :			
SUPPLY	V/PH/HZ	208/3/60	208/3/60
MCA/MOCP	AMPS	124.6/200	124.6/200
REMARKS			

#### **Exhibits**

## AIR HANDLING UNITS

REF_	AHU-1 (BSMT.)	AHU-2 (MEZZ.)
MODEL	39LB15S	EXISTING
FAN:		
TYPE	FC	
AIRFLOW CFM	6000	7000
MIN.OUTSIDE AIR	3700	2400
SP (EXT.) in, wo		
CLASS		
SPEED RPM	920	
FILTER :		
TYPE	2" PLEATED	
FACE VEL. FPM	495	
EFFICIENCY %	30	
AIR PD in. wo	0.50 (FINAL)	
HEATING COIL:		
TYPE	HOT WATER	HOT WATER (EXISTING)
ROWS/FINS PER IN.	2/8	1/8
CIRCUITING	HF	
FACE VEL. FPM	495	460
EWT °F	180	180
LWT °F	79	132
EAT °F	18	42
LAT °F	57.5	60
OUTPUT MBH	272	136
FLOW RATE GPM	5.5	4.0
WATER PD FT	0.23	•••
AIR PD in, wo	0.15	**
COOLING COIL :		
TYPE ROWS/FINS PER IN.	DX	DX
CIRCUITING	6/8	4/8
FACE VEL. FPM	FL	HF
	495	370
	85/71	80/69
	56.3/55.3	56.6/55.3
SENSIBLE MBH TOTAL MBH	186.2	177.0
	299.5	298.7
AIR PD in. wo ELECTRICAL:	0.64	0.24
SUPPLY V/PH	/HZ 208/3/60	
	5	
<u>FAN MOTOR hp</u> REMARKS		
IVERIUI/I/O		

MILWAUKEE COUNTY
DEPARTMENT OF TRANSPORTATION & PUBLIC WORKS
ARCHITECTURE AND ENGINEERING SECTION

PROJECT: Milwaukee County Zoo Aquatic-Reptile Center, HVAC Equipment Replacement Z014-09475

#### **ATTACHMENT 3**

#### ADDENDUM TO STIPULATED LUMP SUM STANDARD PRIME CONSULTANT AGREEMENT

- 1. <u>Additional Requirement 3.10.5</u>: Following paragraph 3.10.4, add paragraph 3.10.5 as follows:
  - 3..10.5: A subconsultant whose work will be directly or indirectly affected by any discussion conducted in a project meeting shall be required to be present for either the full duration of the meeting or of the discussion during which the subconsultant's work is discussed as the primary subject or in conjunction with other issues.
- 2. <u>Additional Limitations Reimbursable Expenses Guidelines Attachment to Agreement</u>: At the end of the guideline for "REPRODUCTIONS AND REPROGRAPHICS" and new paragraphs as follow:
  - A. Basic Service Deliverables: All deliverables required of Basic Services, as stated in either the Standard Basic Services contained in the Standard Agreement or in this RFP shall be provided to Owner within the basic service scope of the consulting service agreement, and shall not qualify as reimbursable expenses.
  - B. Originals for the reproductions of basic service deliverables: The materials and labor for the preparation and or production of originals for the reproductions of basic service deliverables shall be provided to Owner within the basic service scope the consulting service agreement, and shall not qualify as reimbursable expenses.
  - C. Originals for the reproductions of additional sets of basic service deliverables: The materials and labor for the preparation and or production of originals for the reproductions of sets of basic service deliverables shall be provided to Owner within the basic service scope the consulting service agreement, and shall not qualify as reimbursable expenses.
  - D. Consultant Provided Labor Efforts: No labor effort performed either directly by the consultant or indirectly by subconsultant shall be billed to the Owner as reimbursable expenses or additional fees unless such service is specifically requested by Owner as additional service. All labor efforts not specifically requested by Owner and not specifically excluded in either Basic Services or Owner requested additional services shall be considered inclusive of Consultant's work and or business operations, and shall not be considered reimbursable expenses.

#### Next Page:

#### **ATTACHMENT 4**

# STIPULATED SUM (LUMP SUM) STANDARD PRIME CONSULTANT AGREEMENT FOR

#### PROFESSIONAL SERVICES

(Type "A" Agreement Without Outside Construction Manager)